

Hawkinsville Missionary Baptist Church

7463 Pinewood Drive
Chattanooga, TN 37421
(423) 892-1924

Hawkinsville Missionary Baptist Church Facility Rental Policy

Reservation & Payment Terms

- A signed and dated Rental Agreement required at the time of reservation via online. \$300.00 deposit is due 24 hours after approval. **No exceptions.**
- All payments must be made via cashier's check or cash to ensure valid funds. A receipt will be issued upon payment.
- **Final reservation fees are due two (2) weeks prior to the event.** If not paid in full by the deadline, the event will be canceled and the deposit forfeited.

Cancellation Policy

- The Lessee may cancel within **72 hours** of booking for a full refund.
- Cancellations made after 72 hours will result in **no refund** of the deposit.

Deposit & Refunds

- A \$300 deposit is required. Up to \$150 is refundable if the facility is returned in its original condition.
- A pre- and post-event inspection will be conducted by the Events Coordinator, Trustee, and Lessee. Both parties must sign the inspection form.
- Any eligible refunds will be mailed within **7-10 business days** after the event.

Insurance Requirement

- Lessee must provide a \$100,000 liability insurance policy listing HMBC as an interested party on the declaration page via PDF or Printout.

Facility Use Guidelines

- No events past 10:00pm.
- All areas must be returned to their original condition.
- The Pastor's Study and Lounge are NOT available for reservation.
- Pulpit podium will not be removed but may be rolled aside.
- Choir microphones and communion table may be repositioned but not removed.
- Musical instruments (keyboard, organ, drums, microphones) may be used. Lessee is responsible for any damages.